

Work party event logistics

Take to the site

- Clip board(s) and pens/pencils
- Volunteer waivers
- Sign-in sheets
- Work log
- Emergency Response Plan
- Trash and recycling bags
- Flagging tape
- Promotional materials?
- Camera

Schedule of the Day:

- 7:45am Leave home for park
- 8:15 am Arrive at park
- 8:15am – 8:45am Site prep
 Check out site and discuss areas for work
 Lay out tools
 Lay out hospitality station, check-in materials
 Take pictures
- 9:00am – 9:15am Volunteers arrive
 Sign in
 General intro/welcome
 Break into groups (depending on attendance)
 Safety talk
 Distribute tools
- 9:20am – 11:40pm Work party
 Demonstrations in small groups (if needed)
 Remember to take breaks, stretch, and snack!
 Event leads run quality control, safety watch
- 11:40pm – 12:50pm Wrap up
 Finish last tasks
 Collect ALL tools
 Gather up all volunteers for group thank-you
- 12:00pm – 12:20pm Clean up
 Sweep through site for trouble-shooting needs
 Check for lost tools and messy compost piles
 Arrange tools for pickup
 Debrief with event leads
 Fill out work log
 Take pictures
 Great job!

Tool Checklist

- Gloves ()
 - Returned
- Loppers ()
 - returned
- Hand tillers ()
 - Returned
- Hand pruners ()
 - Returned
- Pruning saws ()
 - Returned
- Pitch forks ()
 - Returned
- Hard rakes ()
 - Returned
- Shovels - large ()
 - returned
- Shovels - small ()
 - returned
- Wheel barrow ()
 - Returned
- Buckets – 5 gallon ()
 - Returned
- Buckets – 2 gallon ()
 - Returned
- Tarps ()
 - returned
- First-aid kit ()
 - returned
- Push brooms ()
 - returned
- A-board signs ()
 - Returned
- _____ ()
 - returned